



GRAPHIC DESIGNER III
Final Filing Date: September 27, 2013

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE	CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR) SPOT EXAMINATION FOR: SACRAMENTO COUNTY
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.
HOW TO APPLY	<p>Submit Examination Application (Std. Form 678)</p> <p>By mail with: Department of Corrections and Rehabilitation Office of Workforce Planning P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545</p> <p>or</p> <p>In person with: Department of Corrections and Rehabilitation Office of Workforce Planning 1515 "S" Street, Room 100-S Sacramento, CA 95811 (916) 322-2545</p> <p>If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning.</p> <p>NOTE: Only applications with an original signature will be accepted.</p>
APPLICATION DEADLINE/ REQUIREMENTS	<p><u>September 27, 2013</u>, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.</p> <p>All applicants must meet the education and/or experience requirements for this examination by the final filing date.</p>
TEST DATE	It is anticipated that Qualifications Appraisal Interviews will be held during <u>December 2013 / January 2014</u> .
SALARY RANGE	As of: <u>August 12, 2013</u> \$4,367 - \$5,309 per Month
MINIMUM QUALIFICATIONS	<p>Either I Experience: One year of experience in the California state service as a Graphic Designer II.</p> <p>Or II Experience: Three years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums. and Education: Successful completion of a total of 30 semester college units with a minimum of six units in the following areas: graphic design theory, graphic computer software, and printing technology. (One year of additional experience can be substituted for one year of college.)</p> <p>Special Personal Characteristics: Visual acuity and color vision sufficient to successfully perform the job; and creative ability.</p> <p>Additional Desirable Qualifications: A certification or degree from an accredited or recognized professional institute or body in the program areas of art, design, visual communications, and computer graphics; and neatness.</p> <p>Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.</p>
EXAMINATION PLAN	This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

EXAMINATION
PLAN
(CONTINUED)

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Principles of graphic design
 - 2. Techniques of interpreting statistical data
 - 3. Methods and techniques of freehand drawing and color illustration
 - 4. Elements of design such as: line, shape, texture, space, size, value, and color
 - 5. Principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale
 - 6. Page layout, color theory, and typography
 - 7. Principles of graphic tools and equipment
 - 8. Graphic design software application
 - 9. Procedures for creating traditional and/or electronic files for output for single and multicolor publication
 - 10. The stages of design (research, thumbnail, rough, comprehensives, and camera-ready art) to an electronic file
 - 11. Techniques and drawings
 - 12. Graphic resources and software applications
 - 13. Digital imaging
 - 14. Principles and techniques of three-dimensional exhibit preparation
 - 15. Project leadership
 - 16. Time management
 - 17. State-of-the-art graphic design techniques, theories, and processes
 - 18. Departmental programs and objectives
 - 19. Alternate strategies available to establish and improve comprehensive graphic design programs
 - 20. Team-building techniques and principles
 - 21. Principles of effective proposal writing
- B. Ability to:**
- 1. Communicate effectively
 - 2. Use the elements of design to create page layout
 - 3. Perform image editing
 - 4. Apply color theory and typography
 - 5. Apply creativity in the preparation of art work
 - 6. Learn and apply new software
 - 7. Produce freehand drawing and color illustration
 - 8. Maintain project files
 - 9. Design and prepare exhibit materials
 - 10. Digitally retouch images
 - 11. Review narrative material and create appropriate illustrations
 - 12. Analyze situations accurately and take effective action
 - 13. Research resources
 - 14. Establish and maintain effective working relationships
 - 15. Negotiate
 - 16. Present ideas to a large or diverse audience
 - 17. Troubleshoot within the graphics application software
 - 18. Prepare project reports
 - 19. Use time effectively
 - 20. Assimilate ideas and concerns from a variety of customers and translate them into an effective and cost-efficient graphic design project or program

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the location listed above. The list will be abolished **12** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

This is the advanced journey level in the Graphic Designer series. Incumbents create and produce materials and/or publications at the highest level for print, on-line publishing, multimedia, and other mediums. Incumbents in this class serve as high-level specialists responsible for the development and production of the most complex graphic design work.

Position(s) exist in **Sacramento County** with CDCR.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the CDCR Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CDCR offices, California Department of Human Resources offices and local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunication Relay Service (TRS): Dial 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS